

Neighborhood Participation Program for Land Use Actions

Citizens' Resource Guide



Prepared by the
New Orleans City Planning Commission
1300 Perdido Street, 7th Floor, City Hall
504-658-7033
cpcinfo@nola.gov
www.nola.gov/city-planning



What is the Neighborhood Participation Program?

The Neighborhood Participation Program, or NPP, creates a new process to enhance opportunities for property owners, neighbors and neighborhood organizations to participate in land use decisions that affect them. This guide provides how-to information for applicants who must undertake an NPP process as part of an application to the City Planning Commission.

What is a Land Use Action?

“Land use actions” are actions that can potentially impact how a piece of land is used, such as allowing a certain type of business to be located there or changing the site’s zoning. Listed below are land use actions that are subject to the NPP process. Applications for each of

these are submitted to the City Planning Commission. The NPP process is part of the “pre-application” phase, meaning that the NPP process has to be completed and a summary report submitted as part of the application. Once the application is submitted, the City Planning Commission staff evaluates the application and writes a staff recommendation. Each application will then be heard and voted on through a public process.

Which land use applications are subject to the “pre-application” NPP Program?

- Zoning Changes
- Conditional Uses
- Variances (except for single and two-family dwellings)¹
- Major Subdivisions and any subdivision that requires a public hearing.

- Property Dispositions or Acquisitions that involve a street closure.

What is the purpose of the NPP?

- Encourage early citizen participation in the development review process;
- Open a dialogue between the applicant and affected neighborhoods and individuals; and
- Improve communications between the development community, citizens and city government.

Who are the participants?

There are two types of participants in the NPP process:

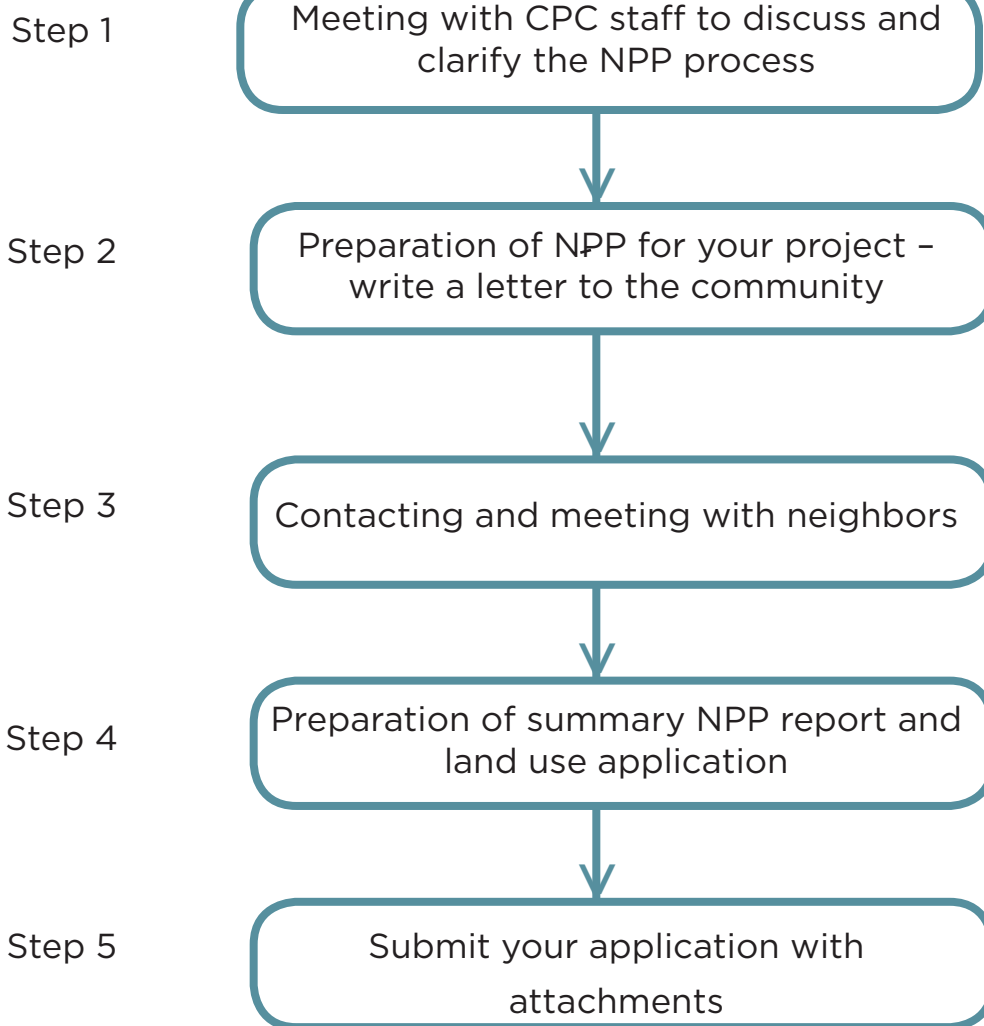
1. Applicants or duly authorized representatives, who plan and carry out the NPP,
2. Persons who the applicant/agent should invite to attend the meeting(s) and comment on the project.

Invitees should include:

- Property owners, residents and neighborhood associations or the equivalent local groups, businesses and neighbors within 300 or 600 feet of the subject property or project depending on the project’s size.
 - Sites or structures with up to 25,000 square feet will use the 300 feet radius.
 - Sites or structures 25,000 square feet or greater will use the 600 feet radius.

¹ It is recommended that you contact the neighborhood organizations for any variance request.

Steps for Land Use Applications including the NPP Process



- The City Council member for the district where the project is located.

What is the process for inviting people to comment on the project?

Applicants should schedule a pre-application meeting with one of the City Planners (504-658-7033) to receive a list of the applicable neighborhood associations, the District City Councilmember,

property owners and addresses within 300-600 feet of your application site. Invite these individuals or organization representatives in writing to a meeting to discuss your proposal. The invitation must be sent in writing at least 5 days prior to the meeting, but no more than 30 days in advance. The meeting must take place no more than 90 days prior to submission

of the application. See the NPP checklist to ensure all the proper information is included in the meeting invitation. The invitation may be hand delivered.

Where should the meeting take place?

The meeting can be held at the subject property, at the neighborhood association's scheduled meeting location or at a location convenient

to those within the 300-600 ft. radius. The NPP program leaves flexibility for the applicant to work out a time and location.

What is discussed at the meeting?

The meeting(s) shall include a presentation and a discussion about the proposed project or request. Applicants should be sure to keep an accurate record of all comments, as well as a sign-in list of all meeting attendees. Additional meetings may be scheduled by the applicant, but do not have to be documented for compliance with this program. Agreement between the applicant and neighbors is not required. The City's Neighborhood Engagement Office (NEO) can:

- help develop a meaningful engagement strategy;
- assist with convening stakeholders; and
- assist with technical advice relative to the neighborhood meeting (framing, format, location, etc.)

Here is how to reach NEO:
City Hall, 1300 Perdido St.
8th fl, Suite 8E06
504-658-4980

Do applicants have to post signage at the site of the proposed project?

Yes. Upon submitting a completed application, applicants are required to post signage on the petitioned property for at

If you are invited to participate in an NPP process:

- The meeting is your first opportunity to have a say about the proposed project. If you have comments or questions, please either plan to attend the meeting or submit written comments to the contact person listed in the letter.
- Think about whether you've been provided enough information to decide if you want to support or oppose the project. Among typical questions:
 - o For a business, what will be the hours of operation?
 - o Will the project affect traffic in the area? Noise?
 - o Is it a business that will sell alcohol?
 - o How is the landscaping? Fencing? Drainage?
- After the applicant has finished the NPP process and has applied to the City Planning Commission, the City will send public notices about when the Commission's public hearing on the project will take place. The notice will include information on how you can submit more written comments or speak at the Commission meeting if you wish to.
- Once the application is submitted, information about the proposed project will be posted on the City Planning Commission website, at www.nola.gov/cpc.



least fifteen consecutive days prior to the public meeting. City Planning staff will give the applicant a sign for each side of the property's street frontage.

The sign(s) must be posted in a location visible to passing pedestrians and motorists.

Project NPP Checklist for Applicants

(To Be Submitted with Application)

Step 1: Meet with the City Planning Commission staff. Provide the size of your site and the floor area of any existing or planned structures. The staff will verify the size(s) and will provide the contact list information highlighted in grey. This information constitutes your Project Neighborhood Participation Program contact list.

	Site area: _____ sq. ft. (to be provided by applicant and verified by staff)
	Floor area of all structures (existing and/or planned): _____ sq. ft. (to be provided by applicant and verified by staff)
	Radius for notification is: ____ 300 feet (when site and floor area are less than 25,000 sq. ft.) ____ 600 feet (when either the site or floor area is greater than or equal to 25,000 sq. ft.)
	Outlined area map of notification radius (printout of appropriate buffer showing lot lines, contact names and addresses)
	Owner(s) of record of subject property and all properties within notification radius (from Assessor's office)
	Addresses of subject property and all properties within notification radius (separate list with property addresses may be addressed to "Occupant")
	All neighborhood associations with boundaries within which any portion of the subject property is located. (from CPC registration forms via spreadsheet).

Source: Comprehensive Zoning Ordinance Sections 16.9.2.1.a and 16.9.2.4.b.(1) through 16.9.2.4.b.(4).

Step 2: Write a letter to the community. Information to be provided in the letter shall include:

	Type of land use application (zoning change, conditional use, parking variance, etc.).
	A brief description of the project.
	Your contact information or contact information for a representative.
	Estimated start and end dates for any construction and estimated opening date for any non-residential component of the project.
	Indicate which techniques are being used to notify the contact list (U.S.P.S., hand delivery, etc.).
	Date, time, and location of the neighborhood meeting (Consult the Neighborhood Engagement Office at 658-4980 for help in finding a location and planning your neighborhood meeting(s).
	State how people and associations on the contact list will be informed of any changes to the proposal after the initial contact (e.g., people who sign in at the meeting will receive email updates, a project website will be kept up to date with changes, etc.).
	State how people and associations on the contact list will be informed of any changes to the proposal after the initial contact (e.g., people who sign in at the meeting will receive email updates, a project website will be kept up to date with changes, etc.).
	If the request involves an existing or planned structure, attach a project site plan.

Source: Comprehensive Zoning Ordinance Sections 16.9.2.1.b.(1) through 16.9.2.1.b.(5)

Project NPP Checklist (To Be Submitted with Application)

Step 3: Hold a Neighborhood Meeting(s).

	Meeting must be held between 5 and 30 days after the date that notice of the meeting is provided to the contact list. Be sure to keep a sign-in sheet as well as an accurate record of all comments, written or verbal.
	Application to the CPC/BZA must be submitted within 90 days of the meeting (or most recent meeting if additional meetings were held).

Source: Comprehensive Zoning Ordinance Sections 16.9.2.1.c. and 16.9.2.1.d.(5)

Step 4: Prepare a Summary Report that contains the following:

	The dates, times, and locations of all neighborhood meetings.
	The total number of people that participated in the process (i.e., the number of people who attended all meetings, as well as any others who made contact via other means, as evident from sign-in sheets, emails, etc.).
	A list of the concerns, issues, and problems expressed by the participants.
	A statement as to how each concern, issue, and problem is addressed and how the applicant intends to continue to address them. If a concern, issue, or problem is not being addressed, the report should include the reasons.
	Copies of letters, affidavits, meeting invitations, newsletters, publications, sign-in sheets, and petitions received in support of or against the project, as well as any other relevant materials.
	The names of the individuals and associations that were noticed and the method of notice (at a minimum, this must include all names on the contact list provided by the CPC staff)

Source: Comprehensive Zoning Ordinance Sections 16.9.2.1.d.(1) through 16.9.2.1.d.(5).

Step 5: Submit your land use application. The summary report and attachments must be included with the application. Also be sure to obtain all other required items for your application before attempting to submit it to the City Planning Commission staff. This should include application forms, photographs, surveys, plans, elevations, fees, etc., depending on the type of application.

**** PLEASE NOTE: ****

THE INFORMATION AND/OR ACTION FOR EACH CHECKBOX MUST BE COMPLETED. ANY APPLICATION WITH MISSING INFORMATION WILL NOT BE ACCEPTED BY THE CITY PLANNING COMMISSION STAFF.

NPP Community Meeting Invitation (Example)

January 11, 2013 (must be at least 5 days before the meeting date)

Dear Neighbor:

My company, Convenience Pharmacy, L.L.C. , owns a building at the corner of Residential Street and Commercial Avenue. We'd like to open a new pharmacy at that location. It would operate as a convenience store and pharmacy with a drive-through window. Hours of operation would be 9 a.m. to 9 p.m. Monday through Saturday, and 10 a.m. to 6 p.m. Sunday.

The site is in a location where a drive-through window is a Conditional Use, which means we are required to apply for approval to put in a drive-through. Our application has to be heard by the City Planning Commission and the City Council. Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a meeting where you can learn more about what we propose, and present questions or concerns. We are required to do this before we submit our application to the City Planning Commission.

The meeting will take place:

Tuesday, January 19, 2013 at 7:30 pm

ABC church cafeteria, at 456 Residential Ave.

This letter is being delivered through U.S. Mail and through hand deliver. At the meeting, I'll provide a sign-in sheet to obtain email addresses, so that I can keep you updated if there are any changes to the plans.

I've enclosed some plans to give you a better idea of what we'd like to do. The pharmacy would occupy approximately half of the block on which it would be located, with the front pedestrian entrance on residential Street and the drive-through accessed through a parking lot entered on Commercial Street. The site is now a former fast-food restaurant that we'd renovate. If we receive approval, we plan to start the construction work within a month of the approval, and estimate that the work should take about three months.

If you have questions or comments, here's how to reach me. I hope to see you at the meeting on January 19th.

Sincerely,

John Smith

765 Anyname St., New Orleans, LA 12345

Abc123@emailaddress.com

504-123-4567

NPP Report

(Example - To Be Submitted with Application)

Date of Report: April 30, 2013

Project Name: Convenience Pharmacy

Overview: This report provides results of the implementation of the Neighborhood Participation Program for property located at 1234 Canal Boulevard on the southwest corner of Read and Venus Streets. The applicant intends to file an application to rezone the property from RM-2 to C-2 to permit a pharmacy with a drive-thru window. This report provides a summary of contacts with citizens, neighbors, public agencies, and interested parties. Opportunities have been provided to learn about and comment on the proposed plans and actions. Comments, sign-in lists, petitions, letters, summary sheets, and other materials are attached.

Contact:

John Smith
1234 Anyname Street
New Orleans, LA 70112
504-555-1212
Email: blackandgold@email.com

Neighborhood Meetings: The following dates and locations of all meetings where citizens were invited to discuss the applicant's proposal [comments, sign in lists, and other feedback are attached].

1. April 5, 2013 – Holly Green Neighborhood Center, 150 Willow Street, 7pm – 8pm, 45 people in attendance.
2. April 10, 2013 – Golden Care Senior Center, 444 St. Xavier Street, 5pm – 6pm, 10 people in attendance.

Correspondence and Telephone Calls:

1. March 25, 2013 – letters mailed to contact list, including homes, apartments neighborhood associations, churches and schools.
2. March 26, 2013 – fliers distributed within 300 ft. radius of the proposed pharmacy site.
3. April 15 – discussed proposal with neighbor Mary Smith via phone call.

Results:

There were 100 persons/addresses invited to the community meeting. See summary below.

1. Summary of concerns, issues and problems.
 - Increased traffic in adjacent neighborhood
 - Impact on school students within 200 feet of the site.
 - Increased noise.
 - Lighting glare on adjacent property.
2. How concerns, issues and problems will be addressed:
 - Traffic will be routed to arterials to avoid impact on the neighborhood.
 - Parking lot lights will be low glare sodium type positioned away from adjacent property.
 - The pharmacy drive thru window will close by 8pm, reducing noise impacts on the adjacent properties.
3. Concerns, issues, and problems not addressed and why:
 - The pharmacy should not have a negative impact on the nearby school.